

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
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In Reply Refer To:
1550 (BC-651)P

May 3, 2002

EMS TRANSMISSION

Information Bulletin No. BC-2002-075

To: All Washington Office and Field Officials
Attn: Publication Managers

From: Director, National Business Center

Subject: Publications Distribution List For Bulk Distribution

DD: 6/07/02

It is time to update the Bureauwide distribution requirements for other agencies' publications for FY 2003. Using the attached form, state offices should gather the information from their field offices and submit a request for the entire state organization. Washington Office Group Managers should consolidate the needs of their teams. Those publications listed that are available electronically contain their INTERNET address. Where possible, please use the INTERNET to access these publications; this will be a big step in helping us to reduce our publications costs.

The Bureau of Land Management's order is being submitted in anticipation that these publications will be reprinted sometime during FY 2003. Actual revision and printing schedules will be developed by the originating agency and the Government Printing Office at a later date.

In order to take advantage of the prices available through this special program, please complete and return this request to the Bureau Printing Officer (BC-651) no later than June 7, 2002.

If you have any questions or require assistance, please contact Lee Campbell at (303) 236-9422.
The FAX number for submitting your requirements is (303) 236-9470.

Signed by:
Dennis Sykes
Director, National Business Center

Authenticated by:
Lynne J. Lotvedt
Staff Assistant

1 Attachment
1 - Annual Publications Survey (3 pp)

Distribution
BC-650
RS-150A, BLM Library

ANNUAL PUBLICATIONS SURVEY - FY 2003
Order Form

TITLES	QUANTITY
<u>Office of Personnel Management</u>	
1. Notice and Posting System	
2. Classification, Compensation and Performance Reference Library (CD) which includes:	
-Digest of Significant Classification Decisions and Opinions	
-Handbook of Occupational Groups and Families	
-General Schedule Qualifications Standards	
-U.S.Code Title 5	
3. Salary Table No. 2003, Executive Branch of the Government	
4. Federal Civilian Workforce Statistics - Employment and Trends Also available at http://www.opm.gov/feddata/html/empt.htm	
5. Workforce Performance	
6. OPM Organizational Directory of Key Officials	
7. FOCUS	
8. Significant Cases Also available at http://www.opm.gov/lmr/sc/index.htm	
<u>Miscellaneous Agencies</u>	
9. Directory of DCAA Offices	
10. DOD Telephone Directory	
11. Federal Energy Reports	
12. Federal Energy Guidelines, Statutes and Regulations	
13. List of Parties Excluded from Federal Procurement or Nonprocurement Prog.	
14. Federal Travel Regulations and Subsequent Changes	
15. Commuted Rate Schedule	
16. Occupational Outlook Handbook	
17. NARA Bulletin	
18. Maximum Travel Per Diem Allowance for Foreign Areas	
19. Standardized Regulations	

TITLES

QUANTITY

20. Federal Acquisition Circulars

21. Daily Congressional Record

**This is available on the INTERNET, if you wish to order a paper copy
please provide a fund code along with your quantity.**

**Please note, the following publications are no longer available in paper
format, but may be found at the website indicated:**

Operating Manual - Guide to Personnel Recordkeeping

<http://www.opm.gov/feddata/persdoc.htm>

Operating Manual - SF-113 Summary Data Reporting System

<http://www.opm.gov/feddata/reporting.htm>

Operating Manual - The Guide to Processing Personnel Actions

<http://www.opm.gov/feddata/persdoc.htm>

Operating Manual - The Federal Wage System

<http://www.opm.gov/oca/wage>

Operating Manual - The Federal Wage System Non-appropriated Funds

<http://www.opm.gov/oca/wage>

Operating Manual - Qualification Standards for General Schedule Positions

<http://www.opm.gov/qualifications>